Services Concession User Guide

CONTRACT for
TEXTILE COLLECTION AND RECYCLING SERVICES

Contract Reference no. EC09/01/2062a

Contract Title:	Framework Contract for textile collection and recycling services
Contract Duration / Period:	01 April 2013 – 31 March 2017 (framework) with call-off contract for services
Category:	Environmental Services Waste Management; Waste Collection Service (Proclass 182013)
Key Contact:	Fareham Borough Council lead Sue Hand - Contract Administrator Gary Jarvis - Procurement
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Table of Contents

1 Contract Overview 3
1.1 Contract Scope 3
1.2 Scope of services 3
1.3 Who can use the contract (eligible authorities) 4
1.4 What are the benefits of using this contract / framework 5
1.5 How to use the contract 5
1.6 How we have established the framework 5
1.7 Evaluation Criteria and Methodology 6
1.8 Awarded Operator 6
1.9 Who to contact 6
2 Specification & Pricing 6
2.1 Specification 6
2.2 Pricing 6
3 Access Agreement 7

1 Contract Overview

A Service Concession for the provision and servicing of textile recycling banks in Fareham Borough and other neighbouring Councils within Hampshire & Isle of Wight Procurement Partnership (HIOWPP) through a framework agreement commencing on 01/04/2013 and ending 31/03/2017.

The Councils requirement of the awarded Operator is to manage the provision and servicing of textile recycling banks on Council owned land under a Service Concession let under the framework agreement. The Operator is to provide a network of banks, emptied according to a suitable schedule, to collect mixed textiles for reuse / recycling and return an income to the Councils.

For many years many councils, including Fareham Borough Council have facilitated the recycling of textiles through provision of banks by a number of charities or their commercial partners. However, this Service Concession enables Councils to take full control of the textile recycling provision on Council owned land.

There are a number of reasons that this Service Concession has been developed:

- To improve management of the textile recycling service, to operate a clear and fair service and prevent too many banks on any one site.
- To collect more of the significant amounts of textiles still going in the general refuse bins by improving the bank service, and increasing the focus on textile recycling.
- To manage all Council assets, including Council land, prudently and derive an income.

This specification applies to public sites; those charity banks on private sites are under the jurisdiction of the land owner. The Service Concession is for sole provision of banks on each site identified by the Council and the Operator. For the duration of the Service Concession additional sites may be identified, by either the Council or the operator.

1.1 Contract Scope

A services concession with the objective to provide a network of textile collection banks, emptied as required and managed to a high standard, to collect mixed textiles for reuse / recycling and return an income to the Council.

The authorities listed at 1.3 herein are entitled at any time during the Framework Term to enter into a Call-Off Contract with the awarded Operator (see 1.8) for the provision of Services.

1.2 Scope of services

The operator will install textile banks on the specified sites at their expense for the public to deposit unwanted clothing, household textiles and shoes. Banks must be installed on all the specified sites, even if they are not particularly busy. Banks currently on those sites will be removed shortly before the new contract comes into operation. Banks will remain the property of the Operator.

The operator will pay the Council an income at a set rate per tonne for all materials collected from the textile banks. The operator will collect the textiles, and weigh them. Based on the weight of textiles collected they will pay the

Council a fixed fee per tonne, quarterly in arrears, according to their tendered rate. This rate will be paid regardless of the current market price. This process must be fully auditable.

The price paid per tonne is fixed as set out in the framework agreement. Fareham Borough Council and the Operator will review the prices paid per tonne based on benchmarking as set out in the framework agreement.

Banks are only to be installed following a suitable risk assessment specific to each site, which considers both the emptying operation and use by the public. For existing sites, this is not anticipated to be a lengthy exercise. A suitable risk assessment must also be completed for any proposed new sites, before banks are installed.

The banks are to be emptied on a regular schedule, which may vary between sites. The schedule must be sufficiently frequent to prevent banks overflowing. Any banks reported overflowing will be emptied within 24 hours of a complaint being received. Bank sites are to be left in a clean and tidy condition after emptying.

All material is to be removed by the operator, including that which is not within the specification (e.g. duvets, general waste), and disposed of at no cost to the Council. Any bags of textiles or material which falls within the specification, and left on the ground around the banks, are to be removed by the operator, and if unsuitable for recycling, disposed of at no cost to the Council.

The operator is to provide a full list of all materials which they accept for recycling. This will be used to provide information to the public and promote the service.

The material collected is to be sent for reuse and / or recycling. This process must be open and accountable, and must have full regard to sustainable development and ethical considerations, including conditions of workers employed to sort or process materials. The operator is to provide a fully auditable trail demonstrating that the entire collection, sorting and recycling process is undertaken sustainably and ethically.

The size and design of banks is to be agreed between the operator and the Council. The size and design of banks may vary between individual sites and between Councils. The operator must have regard to the local environment and sensitivity. The operator will install new banks on existing and new sites only after agreement with the Council.

The banks are to be painted in a livery as agreed by the Council and at the operator's expense. This may be different for each Council. Any vandalism, graffiti or damage to the banks is to be removed / repaired by the operator at their cost. The operator must ensure that the banks are maintained, repaired and replaced so that they are in a good condition. Where the removal of a bank from a site is necessary for repairs, a replacement is to be installed at the same time.

1.3 Who can use the contract (eligible authorities)

Fareham Borough Council is the lead authority on behalf of the Hampshire & Isle of Wight Procurement Partnership ('HIOWPP'), a group of Local Authorities working collaboratively to achieve best value for money. Other member authorities that are named parties and therefore entitled at any time during the term to enter into a service concession contract with the successful tenderer, comprise of:

Basingstoke and Deane Borough Council
East Hampshire District Council
Eastleigh Borough Council
Gosport Borough Council
Hart District Council
Havant Borough Council
Isle of Wight Council
New Forest District Council
Rushmoor Borough Council
Test Valley Borough Council
Winchester City Council
Portsmouth City Council
Southampton City Council
Hampshire County Council

1.4 What are the benefits of using this contract / framework

Neighbouring Councils (HIOWPP) will benefit from:

- A ready to use agreement without the need for the Council to go out to tender themselves, avoiding costs and resources for their organisation
- Enhanced quality and image for public access recycling sites
- Strategic management of textile recycling
- Competitive/simplified/transparent pricing for collected textiles, providing an income to the Council
- Improved management information

1.5 How to use the contract

Contact the Fareham Borough Council contract administrator in the first instance to discuss the operation of the framework.

Complete the access agreement (see section 3 herein) to obtain the price paid per tonne under the framework and the call-off service concession contract documents. Note: The signed access agreement must be emailed/faxed/posted to the Contract Administrator before any commercially sensitive information can be provided.

Engage with the Operator to establish the scope of service required in your locality.

Complete the call-off agreement terms and conditions and arrange for contract signature via your legal team.

For any Procurement assistance / advice please contact Fareham BC Procurement Officer.

1.6 How we have established the framework

The procurement process that Fareham Borough Council used for this Framework was initiated via an open and transparent opportunity notice hosted on the South East Business Portal from Nov 2012 to Jan 2013. Of the 15 operators that expressed interest, 12 completed the Councils Pre-Qualification

Questionnaire by the close date. 8 operators were selected to tender of which 7 submitted tenders by the close date 18 Jan 2013. The top 3 scoring operators were invited to make presentations. The awarded operator achieved the highest score of 92.5% under the tender evaluation criteria. The Framework Agreement commences 01 Apr 2013 and the neighbouring Councils can set up a call-off contract (service concession) at any time during the framework's 4 year term.

1.7 Evaluation Criteria and Methodology

The evaluation criteria used to establish the framework were

- Service - Quality - Performance = 30%
- Ethical & Sustainability Score = 15%
- Price Score = 55%

1.8 Awarded Operator

This is a sole source framework agreement (Service Concession) awarded to:

The European Recycling Company Ltd
Whitehead House
120 Beddington Lane
Croydon
CR0 4TD

Co Reg # 02846179

www.europeanrecycling.co.uk

www.soexgroup.com

1.9 Who to contact

Should you want to talk to someone about this framework please contact:

Contract Administrator:

Sue Hand - Recycling Co-ordinator 01329 824554 shand@fareham.gov.uk

Procurement Lead:

Gary Jarvis - Procurement Officer 01329 824508 gjarvis@fareham.gov.uk

2 Specification & Pricing

2.1 Specification

Please contact the Contract Administer (as detailed 1.9 herein) to obtain a copy of the full specification.

2.2 Pricing

Due to commercial sensitivity the £ price per tonne available under this framework will not be provided until your access agreement has been processed.

3 Access Agreement

Textile Collection and Recycling Services
Contract Reference EC09/01/2062a
01 April 2013 – 31 March 2017 (Framework)

TO BE COMPLETED BY THE CUSTOMER

Before conducting any activity under this Fareham Borough Council framework, please complete this form and return it (by email, fax or post) to the Contract Administrator.

AGREEMENT: I/we confirm that the organisation detailed below is interested in participating in the above mentioned framework agreement and that in doing so will act in accordance with the guidance and instructions set out in the User Guide.

I/we confirm that any guidance and/or template documentation provided to me will only be used in relation to this framework, and will only be used for other purposes where prior consent from Fareham Borough Council has been given.

I/we also confirm that contract information provided by Fareham Borough Council will be treated in strict commercial confidence.

Signature:	
Name of person signing this form:	
Date:	
Position:	
Name of Council, Authority	
Address:	
Telephone:	
E-mail:	

To return this form, please email it to shand@fareham.gov.uk

Alternatively, please fax to **01329 821727 or** post to:

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